

**BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU**



**AIR NATIONAL GUARD POLICY
DIRECTIVE 90-2142**

1 JULY 2003

Command Policy

**COMPLIANCE AND STANDARDIZATION
REQUIREMENT LIST (C&SRL) TECHNICAL
ORDER DISTRIBUTION OFFICE (TODO)**

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Certified by: NGB/CF (Col D. Larrabee)

Pages: 6

Distribution: F

This directory implements Air Force Policy Directive (AFPD) 90-2, The Inspection System, and is applicable to all Air National Guard (ANG) flying units. Compliance with this directory and its parent instruction Air National Guard Instruction (ANGI) 21-101, Maintenance Management of Aircraft, is mandatory. Units will supplement this publication with items developed from appropriate technical data, Air Force Occupational Safety and Health (AFOSH) Standards (STD), local operating instructions (OI), etc., to assess internal compliance. Higher Headquarters/Inspector General (HHQ/IG) may use this directory in whole or in part during evaluations and exercises.

1. The items listed do not constitute the order or limit the scope of the inspection/assessment. As a minimum, units will use this directory in conjunction with the annual unit self-inspection. The objective is to identify deficiencies that preclude attainment of required capabilities.

Table 1. Technical Order Distribution Office (TODO)

ITEM NO.	ITEM AND REFERENCES (All references are to ANGI 21-101 unless otherwise indicated)	YES	NO	N/A
1.	Training			
1.1.	Have TODOs received training? (TO 00-5-2, Para 1-1.3.)			
1.2.	Have all personnel received training? (TO 00-5-2, Para 1-1.3.)			
2.	Technical Order Distribution Office (TODO)			
2.1.	Is the TODO the single point between unit and the TO system for identification, ordering, and distribution of required TOs? (TO 00-5-2, Para 1-4.1.1.)			
2.2.	Does the TODO establish and maintain account requirements and distribution records for the TODO's own library and for sub-account libraries, using ATOMS (mandatory for AF TODOs) or the JCALS system? (TO 00-5-2, Para 1-4.2.2.2.)			
2.3.	Does the TODO establish ATOMS TO Distribution Accounts (TODAs) and assign sub-account numbers for management of TO libraries based on mission requirements? (TO 00-5-2, Para 1-4.2.2.3.)			
2.4.	Does the TODO distribute TOs and TO increments to TODAs upon receipt, and notify them of backorder status and any follow-up actions being taken? (TO 00-5-2, Para 1-4.2.2.8.)			
2.5.	Does the TODO notify TODAs when digital TO files are updated? (TO 00-5-2, Para 1-4.2.2.8.)			
2.6.	Does the TODO coordinate with the appropriate QA subject matter expert for each incoming TCTO to determine applicability? (10.16.1.1.)			
2.7.	Does the TODO date stamp TCTOs to reflect the date the hard copy is received? (10.16.1.2.)			
2.8.	Does the TODO prepare a list of all changes and revisions to indexes, TOs, inspection work cards, and checklists? (10.16.7.)			
2.9.	Is this list published and distributed weekly? (10.16.7.)			
2.10.	Does the QA TODO inspect other maintenance TODOs/TODAs in the maintenance complex at least annually along with performing spot checks of TO files? (10.16.8.)			
2.11.	Does TODO ensure that ID has been established for all applicable TCTO series, based on wing TO requirements? (10.16.)			
2.12.	Does TODO ensure that rescinded and/or superseded tech orders are appropriately marked and filed? (TO 00-5-2, Para 10.1.2 and 10.1.3.)			

ITEM NO.	ITEM AND REFERENCES (All references are to ANGI 21-101 unless otherwise indicated)	YES	NO	N/A
2.13.	Does TODO utilize updated ARR to reconcile, verify and correct ATOMS account records annually, and verify TODO information on AFTO Form 43? (TO 00-5-2, Para 3-16.2, 3-16.4.)			
3.	Technical Order Distribution Accounts (TODA)			
3.1.	Does the TODA obtain an account number from the TODO and establish TO sub-accounts as required, and promptly notify TODO of any personnel changes? (TO 00-5-2, Para 1-4.2.3.1.)			
3.2.	Does the TODA perform routine records checks (for new, updated or rescinded TOs) and annual records checks, and assist custodians with sub-account library inventories? (TO 00-5-2, Para 3-14.2.2.)			
3.3.	Are LEP checks accomplished and documented on all revisions, changes, and TOPS title pages? (TO 00-5-2, Para 3-11.5.)			
3.4.	Are discrepancies reported to the TODO? (TO 00-5-2, Para 3-11.5.)			
4.	Technical Orders			
4.1.	Is the TO library maintained in a convenient location for immediate reference? (TO 00-5-2, Para 3-9.1.)			
4.2.	Is a charge-out system (i.e., AF 614, Charge Out Record) used when a TO is removed from the library? (TO 00-5-2, Para 3-9.1.)			
4.3.	Are TOs filed in binders that protect and facilitate use? (TO 00-5-2, Para 3-9.1.)			
4.4.	Are TO binders properly labeled? (TO 00-5-2, Para 3-9.2.)			
4.5.	Are TOs filed either in alphanumeric or index sequence? (TO 00-5-2, Para 3-10.)			
4.6.	Is a cross-reference used to show location of any TOs stored away from the primary library, to include classified TOs? (TO 00-5-2, Para 3-10.1.)			
4.7.	Are TOs posted to ensure they are current and accurate for use? (TO 00-5-2, Para 3-11.)			
5.	Changes			
5.1.	Is the basic date on the title page of the change checked against the basic date of the title page to be replaced and are all applicable annotation transferred from the old to the new TO title page? (TO 00-5-2, Para 3-11.8.1.)			
5.2.	Are changes for missing TOs held (not posted) until receipt of the basic TO? (TO 00-5-2, Para 3-11.8.2.)			
5.3.	If an earlier change is missing, is the later change held until missing change is received? (TO 00-5-2, Para 3-11.8.3.)			

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5.4.	Is the title page annotated to reflect a missing change? (TO 00-5-2, Para 3-11.8.3.)			
5.5.	When a changed page is received that is not listed as such on the LEP, is the correct page written in the proper place on the LEP? (TO 00-5-2, Para 3-11.8.5.)			
5.6.	Was the TODO notified? (TO 00-5-2, Para 3-11.8.5.)			
5.7.	When the LEP reflects a changed page that is not included in the change, is the LEP marked "page not received with change"? Was the TODO notified? (TO 00-5-2, Para 3-11.8.6.)			
5.8.	When the LEP reflects a changed page that is not included in the change, is the LEP marked "page not received with change"? Was the TODO notified? (TO 00-5-2, Para 3-11.8.6.)			
5.9.	When a change is received with a publication date later than the date reflected on the LEP, is the LEP corrected and was the TODO notified? (TO 00-5-2, Para 3-11.8.7.)			
5.10.	When a change to a TO supersedes TOPS data pages that are part of a cumulative TOPS, are the superseded TOPS and data pages lined out on the TOPS LEP, indicating the TO change, and superseded pages removed? (TO 00-5-2, Para 3-11.8.10.)			
5.11.	Is the TOPS title page filed in front of and facing the same direction as the existing TO title page? (TO 00-5-2, Para 3-11.10.2.)			
5.12.	Are TOPS data pages posted facing the affected TO page? (TO 00-5-2, Para 3-11.10.3.)			
5.13.	When pages from more than one TOPS affect the same TO page, are they filed with most recent TOPS page directly facing the affected page? (TO 00-5-2, Para 3-11.10.3.1.)			
5.14.	Are TOPS continuation pages posted in ascending sequence? (TO 00-5-2, Para 3-11.10.3.2.)			
5.15.	When a TOPS continuation data page is superseded by another TOPS continuation data page, is the new page posted in page number sequence instead of TOPS number sequence? (TO 00-5-2, Para 3-11.10.3.2.)			
6.	Supplements			
6.1.	Is reference to supplements made on the title page of the basic manual and the first page of the basic TCTO? (TO 00-5-2, Para 3-11.9.2.)			
6.2.	If a supplement is missing, is the title page annotated to reflect the missing supplement? (TO 00-5-2, Para 3-11.9.2.)			

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6.3.	To indicate a particular paragraph is supplemented, is the paragraph number circled and the supplement number written next to paragraph in pencil? (TO 00-5-2, Para 3-11.9.2.2.)			
6.4.	Are safety and operational supplements filed in reverse numerical sequence in front of the title page of the basic manual (and any applicable TOPS title pages) regardless of manual type? (TO 00-5-2, Para 3-11.9.4.)			
6.5.	When a single block of sequential numbers has been used to number both types of supplements, are they filed together? (TO 00-5-2, Para 3-11.9.4.)			
6.6.	Are supersedure notices checked to ensure that only those supplements and pages being superseded are destroyed? (TO 00-5-2, Para 3-11.2.)			
6.7.	Are safety supplements filed in front of operational supplements when a block of numbers are used for each type separately? (TO 00-5-2, Para 3-11.9.4.)			
7.	Local Workcards, Job Guides, Checklists, and Supplements			
7.1.	Are local workcards, checklists, job guides or page supplements afforded the same control as the basic TO? (TO 00-5-1, Para 4-8.1.)			
7.2.	Are adequate procedures established to ensure currency with the source TO? (TO 00-5-1, Para 4-8.1.)			
7.3.	Are local workcards, checklists, and job guides treated as stand alone documents to prevent interfiling into binders with the related TO? (TO 00-5-1, Para 4-8.1.)			
7.4.	Has local guidance been developed for reviewing and managing all locally developed products? (10.16.5.)			
8.	Filing/Posting Tech Orders			
8.1.	Are TOs posted to ensure they are current and accurate for use? (TO 00-5-2, Para 3-11.)			
8.2.	Are TOs posted within five workdays from the date received by the library custodian? (TO 00-5-2, Para 3-11.6.)			
8.3.	Are interim supplements posted in the affected TO prior to use? (TO 00-5-2, Para 3-11.6.1.)			
8.4.	Are foldout pages filed in sequence as listed on the list of effective pages (LEP) of a new, basic, or change? (TO 00-5-2, Para 3-11.3.)			
8.5.	Are interim TOs posted in inverse numerical sequence in front of the TO title page? (TO 00-5-2, Para 3-11.4.)			

ITEM NO.	ITEM AND REFERENCES <i>(All references are to ANGI 21-101 unless otherwise indicated)</i>	YES	NO	N/A
8.6.	Are TOs assigned to a TDY aircraft posted within 5 days of its return to home station? (TO 00-5-2, Para 3-11.6.3.)			

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